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*Legal  
Review*

OGC Has Reviewed

4 February 1947

MEMORANDUM FOR EXECUTIVE OFFICER,  
CONTACT BRANCH

Subject: Procurement Reimbursement

1. In accordance with our conversation, I am returning the enclosed two expense accounts supporting claims for reimbursement to your office for disposition. I am also enclosing copy of a memorandum from the Assistant Chief, Finance Division, for your information.

2. With respect to the claim for reimbursement by Mr. [REDACTED] we see no objection to paying reimbursement from the petty cash fund mentioned in the memorandum of the Assistant Chief, Finance Division.

3. The other item involving a charge of \$53.04 for subscription to reference books arises, we understand, out of the problems in opening a local office. It is our understanding that in the future such subscriptions will be made through regular procurement channels, and that no such claims from individuals for reimbursement will be made; also the reason for this is that operational necessity required immediate procurement which could not be done through channels without endangering the security of the office involved. Since the requisition was made by the individual for security reasons, this office has no objection to reimbursement of the item from unvouchered funds. However, you will notice that in Special Funds Regulation No. 1, dated 21 October, paragraph 2.5(a), it is provided that expenses for this type of procurement will not be reimbursed from unvouchered funds without the prior approval of the Chief, Services Division. It will be necessary, therefore, to request the Chief, Services Division, to give retroactive approval to the item in question. Such retroactive approval will be given only in extreme cases, and in the future care should be taken to get proper clearance on unvouchered procurement in accordance with regulations. After such approval is obtained, the voucher then must be processed in accordance with paragraph 4.2 of Special Funds Regulations No. 1, which requires approval by the Chief of the branch involved. Since no project or allocation of funds exists, it will be necessary to clear

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Executive Officer,  
Contact Branch

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the voucher through the Executive for Personnel and Administration, and then have it approved by the Assistant Director for Operations. This complicated procedure will be necessary because, as was explained to you at our meeting, the Regulations were drawn to guard specifically against uncontrolled procurement by individuals on their own initiative. We understand that your internal controls now effectively prevent such occurrences, and no further reimbursement items of this nature will be submitted.

LAWRENCE R. HOUSTON  
General Counsel

Attachments

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